

Office 365 – (O365)

Outlook Web Access (OWA)



Tutorial # 8

Outlook Tab – Tasks

(Story board)

Introduction

The following is a story board of a tutorial depicting the steps and screen selections required to compose and send a message using the Office 365 Outlook Web Access (OWA) application.

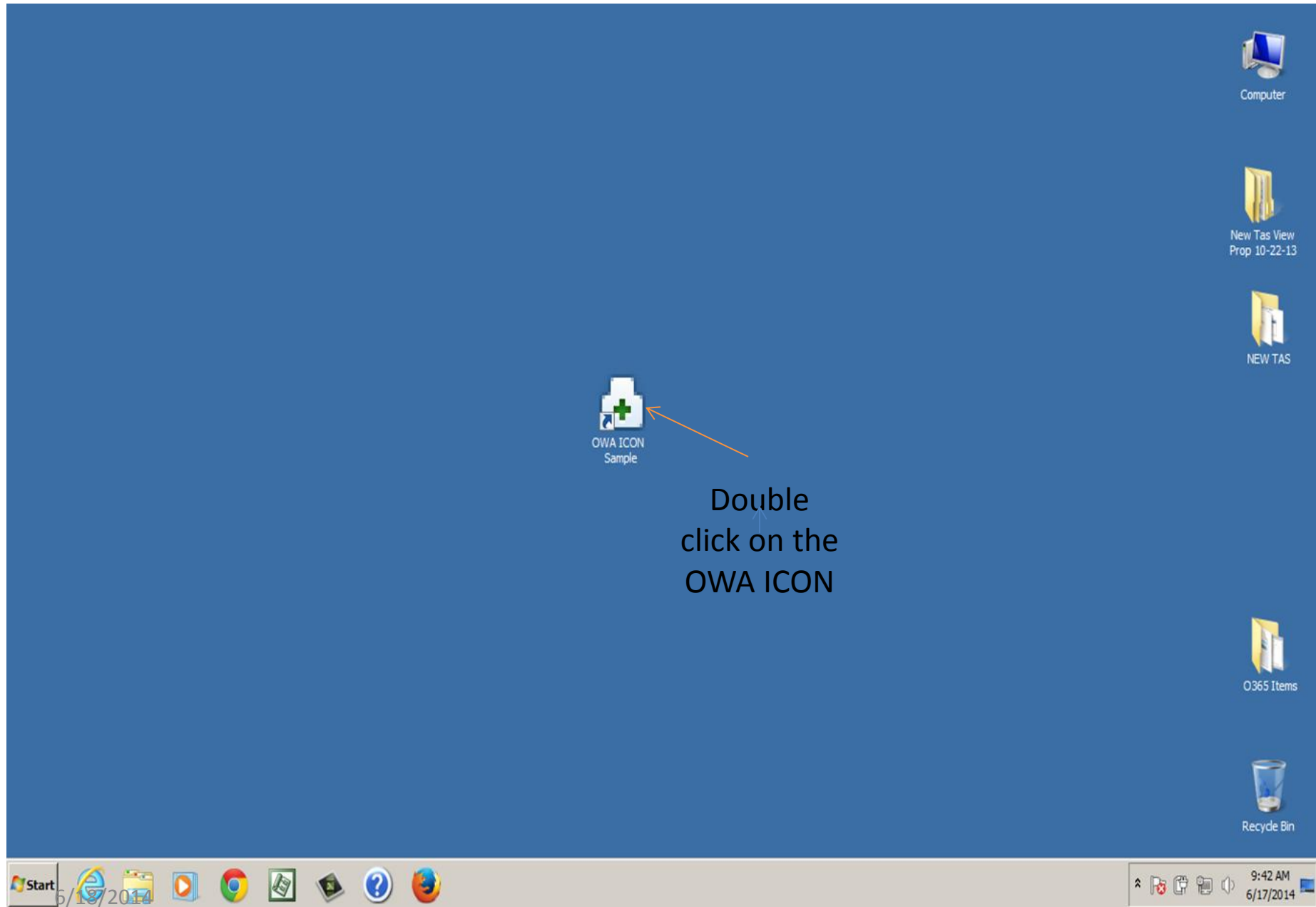
What is covered in 'Outlook Tab – Tasks' tutorial is a step by step review of:

- Sign on
- View Tasks
- Create a task
- Sign out

As the tutorials are designed to be viewed in a reasonable amount of time each one covers specific activities. Other commonly used capabilities will be the subjects of other tutorials.

Sign On

O365 – OWA Desktop - Sign in Screen



O365 – OWA Internet - Sign in Screen

The screenshot shows the Office 365 sign-in page in a web browser. The browser's address bar displays the URL: https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI_SSL&wreply. The page features a large background image of a highway with cars and palm trees. On the left side, there is a grid of blue buttons with the word 'Connect' in various languages: 'Łączyć', 'Conecte', '連接', 'Ligue', 'Connect', 'تواصل', 'Verbinden', 'つなぐ', 'Yhdistä', 'povezati', and 'להתחבר'. The main sign-in area on the right includes the Office 365 logo, the text 'Sign in with your organizational account', a text input field containing 'someone@example.com', a password input field, a checkbox for 'Keep me signed in', and a blue 'Sign in' button. Below the 'Sign in' button is a link that says 'Can't access your account?'. At the bottom of the sign-in area, there is a small icon of a person and the text: 'Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Feedback'. The browser's taskbar at the bottom shows the Start button, several application icons, and the system clock displaying '9:45 AM' on '6/18/2014'.

Office 365

Sign in with your organizational account

Enter County Network ID

someone@example.com

Password

☐ Keep me signed in

Sign in

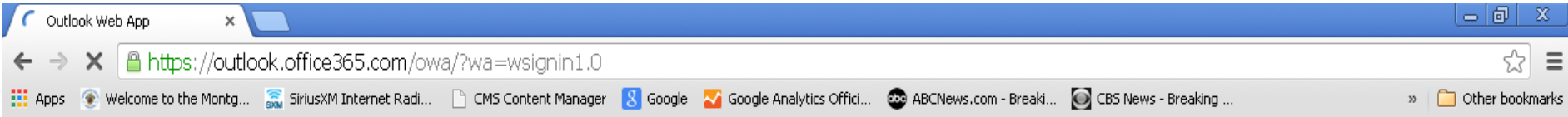
Can't access your account?

Enter County Network Password

Select to start Sign in process

Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Feedback

O365 – OWA Sign in progress screen



Outlook® Web App



When a staff person signs on they are presented the Outlook Tab.

Sign in start screen (Default Outlook Inbox)

The screenshot displays the Outlook Web App interface. At the top, the browser address bar shows the URL <https://pod51030.outlook.com/owa/#path=/mail>. The Office 365 header bar is visible. The main content area is divided into three sections:

- Inbox List:** On the left, a list of messages is shown. The first message is highlighted in blue. It is from "Training User" with the subject "Test Message" and the body text "This is a test message with copy to training user". The time "12:28p" is shown. Above the list, the filter "all unread to me flagged" is selected and circled. An arrow points from the text "Filtered by" to this filter.
- Message Preview:** To the right of the list, a preview of the highlighted message is shown. It includes the sender's name "Training User", the time "Tue 3/18/2014 12:28 PM", and the subject "Inbox: Sent Items". The body text "To: Sample Test Contact <imlaci1974@gmail.com>; Cc: Training User; This is a test message with copy to training user" is displayed. An arrow points from the text "Displays preview of highlighted message" to this section.
- Reminders Panel:** On the right side, a "REMINDERS" panel is open. It shows a reminder for "Sample Event" which is "OVERDUE" and scheduled for "2:00p Wednesday, March 12, 2014 Office". There are "dismiss all" and "dismiss" buttons, and a "5 minutes" snooze option. An arrow points from the text "Shows reminders" to this panel.

At the bottom of the screen, the date "6/18/2014" is displayed. The Windows taskbar at the very bottom shows various open applications, including "Inbox - Mailbox - Frey, J...", "CNN.com - Breaking New...", "O365 Tutorial Ideas (3-1...", "Presentation1 - Microsof...", "O365 Tutorials - OWA (3...", and "Training User - Outloo...".

Outlook Tab

Tasks

Outlook Tab – Opening Folder Tabs

Training User - Outlook Web X

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/mail

Office 365

1 Outlook Calendar People Training User

search Mail and People

TRAINING USER CONVERSATIONS BY DATE

>> all unread to me flagged

Staff would select this symbol to open the folders tab

There are no items to show in this view.

6/18/2014

Start Training User - Outloo... Inbox - Mailbox - Frey, J... OWA - Tutorial # 8 Story... Search Desktop 11:43 AM

Outlook Tab – Tasks – Opening Tasks Tab

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/mail

Office 365

new mail

search Mail and People

TRAINING USER

CONVERSATIONS BY DATE

<<

all unread to me flagged

Tasks

6/18/2014

There are no items to show in this view.

There are no items to show in this view.

Staff would then select TASKS to move to the task management screens

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Outlook Tab – TASKS – No Folders and Sub folders visible

The screenshot shows the Outlook Web App interface for the 'TASKS' view. The browser address bar displays the URL: <https://outlook.office365.com/owa/?wa=wsignin1.0&ver=15.0.913.9&cver=15.0.898.11&cf=0#path=/tasks>. The Office 365 header bar includes navigation links for Outlook, Calendar, and People. The main content area shows a list of tasks under the 'Test Task' heading. The task list includes filters for 'all', 'active', 'overdue', and 'completed'. A task titled 'Test Task' with a due date of 'Friday, April 18, 2014' is highlighted. To the right of the task list, details for the selected task are displayed, including 'Due in 11 days', 'Due: Friday, April 18, 2014', and 'Test Task for 4-18'. Two blue arrows originate from the highlighted task in the list: one points to the task details on the right, and the other points to the task summary in the list. A text annotation 'Highlighted task has details displayed' is positioned near the first arrow. Another text annotation 'Once the page has been opened the staff person would see various tasks and summaries' is located at the bottom left of the task list area. The date '6/18/2014' is visible at the bottom left of the interface.

Test Task

all active overdue completed

TASKS

NEXT WEEK

✓ Test Task
Friday, April 18, 2014

Due in 11 days.

Due: Friday, April 18, 2014

Test Task for 4-18

Highlighted task has details displayed

Once the page has been opened the staff person would see various tasks and summaries

6/18/2014

Outlook Tab – TASKS – Open folders section

The screenshot shows the Outlook Web App interface. The browser address bar displays the URL: <https://outlook.office365.com/owa/?wa=wsignin1.0&ver=15.0.913.9&cver=15.0.898.11&cf=0#path=/tasks>. The Office 365 header bar includes navigation links for Outlook, Calendar, and People. The left sidebar shows a list of folders: 'all', 'active', 'overdue', and 'completed'. Below these, there are expandable sections for 'TASKS' and 'NEXT WEEK'. The 'TASKS' section is currently expanded, showing a task titled 'Test Task' due on Friday, April 18, 2014. A blue arrow points from the text 'Selecting the '>>' will open TASKS folders section' to the '>>' button in the left sidebar. The task details on the right include 'Due in 11 days.', 'Due: Friday, April 18, 2014', and 'Test Task for 4-18'. The bottom of the screen shows the Windows taskbar with the date 6/18/2014 and the time 10:46 AM.

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0&ver=15.0.913.9&cver=15.0.898.11&cf=0#path=/tasks

Office 365

Outlook Calendar People

Training User

all active overdue completed

>> TASKS ITEMS BY DUE DATE

NEXT WEEK

✓ Test Task Friday, April 18, 2014

Test Task

Due in 11 days.

Due: Friday, April 18, 2014

Test Task for 4-18

Selecting the '>>' will open TASKS folders section

6/18/2014

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Start Training User - Outloo... Inbox - Mailbox - Frey, J... CMN.com - Breaking New... OWA - Tutorial # 9 Story...

Search Desktop

10:46 AM

Outlook Tab – TASKS – All Folders and Sub folders visible

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0&ver=15.0.913.98&cver=15.0.898.11&cf=0#path=/tasks

Office 365

+ new task

all active overdue completed

Test Task

Due in 11 days.

Due: Friday, April 18, 2014

Test Task for 4-18

Staff person can see various views of the list of tasks

Once they have been opened the staff person would see various folders & subfolders.

In this case the TASKS sub-folder is open

6/18/2014

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Create Task

Outlook Tab – TASKS - Create TASK – Launch TASK creation process

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0&ver=15.0.913.9&cver=15.0.898.11&cf=0#path=/tasks

Office 365

Outlook Calendar People

Training User

+ new task

all active overdue completed

TASKS

NEXTWEEK

My Tasks

Flagged Items and Tasks

Tasks

Test Task

Friday, April 18, 2014

Test Task

Due in 11 days.

Due: Friday, April 18, 2014

Test Task for 4-18

6/18/2014

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Staff person selects
“+” to launch TASK
create process

Outlook Tab – TASKS - Create TASK

The screenshot shows the Outlook Web App interface for creating a new task. The browser address bar displays the URL: <https://outlook.office365.com/owa/?wa=wsignin1.0&ver=15.0.913.98&cver=15.0.898.11&cf=0#path=/tasks>. The Office 365 header bar includes links to Outlook, Calendar, and People. On the left, a sidebar shows a 'new task' button and a list of tasks, with 'Test Task' (due Friday, April 18, 2014) selected. The main area contains a 'SAVE DISCARD INSERT' bar and a form with fields for 'Subject', 'Due' (set to 'None'), and a rich text 'Description' area. Blue arrows point from text labels to these elements: 'new task' button, 'Test Task' in the list, 'Subject' field, 'Due' dropdown, and the 'Description' text area.

Basic TASK elements are:

- Subject – describing task
- Due Date – Date task is due
- Description – Description of task

Once selected the TASK creation screen appears

6/18/2014

Outlook TAB – TASKS - Create TASK – Basic TASK data filled out

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0&ver=15.0.913.9&cver=15.0.898.11&cf=0#path=/tasks

Office 365

new task

all active overdue completed

My Tasks

Flagged Items and Tasks

Tasks

Test Task

Friday, April 18, 2014

SAVE DISCARD INSERT

Subject: O365 Test Task

Due: None

show more details

MAY 2014

6/18/2014

Selecting due date from calendar

6/18/2014

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Outlook Tab – TASKS – Create TASK – Add more detail

The screenshot displays the Outlook Web App interface for creating a task. The browser address bar shows the URL: <https://outlook.office365.com/owa/?wa=wsignin1.0&ver=15.0.913.9&cver=15.0.898.11&cf=0#path=/tasks>. The Office 365 header includes navigation links for Outlook, Calendar, and People. The left sidebar shows the 'Tasks' view with a list of tasks, including 'Test Task' due on Friday, April 18, 2014. The main area shows the task creation form with the following fields:

- Subject:** O365 Test Task
- Due:** Fri 5/23/2014
- show more details** button
- Formatting:** Calibri font, size 12, with bold, italic, underline, and list icons.
- Description:** This task is an O365 sample

Annotations with blue arrows point to the 'Subject' field, the 'Due' field, the 'show more details' button, and the description text. A long blue arrow points from the 'show more details' button towards the right side of the screen.

Basic detail filled out

A Staff person selects 'show more details' to open additional data elements that can be captured

6/18/2014

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Outlook Tab – TASKS – Create TASK – Add more detail

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0&ver=15.0.913.98&cver=15.0.898.11&cf=0#path=/tasks

Office 365

new task

all active overdue completed

TASKS

ITEMS BY DUE DATE

My Tasks

Flagged Items and Tasks

Tasks

Test Task

Friday, April 18, 2014

SAVE DISCARD INSERT

Subject: O365 Test Task

Due: Fri 5/23/2014 show fewer details

Start date: None Date complete: None

Status: Not started % complete: 0 Priority: Normal

Reminder: None Mark Private

Repetition: Never

Total work: 0 Hours Actual work: 0 Hours

Mileage: Billing:

Companies:

Calibri 12 B I U

This task is an O365 sample

Additional fields that can be filled out related to a given task

6/18/2014

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Outlook Tab – TASKS – Create TASK – Save Task

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0&ver=15.0.913.98&cver=15.0.898.11&cf=0#path=/tasks

Office 365

new task

all active overdue completed

TASKS

ITEMS BY DUE DATE

My Tasks

Flagged Items and Tasks

Tasks

Test Task

Friday, April 18, 2014

SAVE DISCARD INSERT

Subject: O365 Test Task

Due: Fri 5/23/2014 show fewer details

Start date: None Date complete: None

Status: Not started % complete: 0 Priority: Normal

Reminder: None Mark Private

Repetition: Never

Total work: 0 Hours Actual work: 0 Hours

Mileage: Billing:

Companies:

Calibri 12 B I U

This task is an O365 sample

6/18/2014

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Start Training User - Outloo... Inbox - Mailbox - Frey, J... OWA - Tutorial # 8 Story...

Search Desktop

11:34 AM

Outlook TAB – TASKS – Create TASK – Saved task display

The screenshot shows the Outlook Web App interface for the 'TASKS' view. The left sidebar contains a 'new task' button and a list of task categories: 'My Tasks', 'Flagged Items and Tasks', and 'Tasks'. The main area displays a list of tasks under the 'TASKS' tab. The tasks are grouped by due date, with 'NEXTWEEK' and 'NEXTMONTH' sections. The 'NEXTWEEK' section contains a task named 'TestTask' due on Friday, April 18, 2014. The 'NEXTMONTH' section contains a task named 'O365 TestTask' due on Friday, May 23, 2014. Annotations with blue arrows point to the 'TestTask' entry, the 'NEXTMONTH' section, and the 'O365 TestTask' entry. A text box on the right states: 'Based on TASK due dates they are grouped together'. Another text box at the bottom right states: 'New task added to list of tasks'. The bottom of the screen shows the Windows taskbar with the date '6/18/2014' and the system clock '11:39 AM'.

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0&ver=15.0.913.9&cver=15.0.898.11&cf=0#path=/tasks

Office 365

new task

Test Task

all active overdue completed

TASKS

ITEMS BY DUE DATE

Due in 11 days.

My Tasks

Flagged Items and Tasks

Tasks

TestTask

Friday, April 18, 2014

Due: Friday, April 18, 2014

NEXTMONTH

O365 TestTask

Friday, May 23, 2014

Test Task for 4-18

Based on TASK due dates they are grouped together

New task added to list of tasks

6/18/2014

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Sign off

OWA Overview – Sign off

The screenshot displays the Outlook Web App (OWA) interface. The top navigation bar includes 'Outlook', 'Calendar', 'People', and a dropdown menu for 'Training User'. The 'Training User' dropdown menu is open, showing a profile picture, the name 'Training User', the email 'training@teachoffice365.com', a 'change' link, an 'Open another mailbox...' option, and a 'Sign out' button. A blue arrow points from the 'Sign out' button to the text 'Staff member selects 'Sign out' to exit OWA'. Another blue arrow points from the 'Training User' dropdown menu to the text 'The 'User" tab is access from anywhere in OWA. When selected the menu of choices appears'. The left sidebar shows the 'Training User' section with options like 'Inbox', 'Drafts [2]', 'Sent Items', 'Deleted Items 1', 'Junk Email', 'Notes', and 'Email Holding'. The main content area shows a message list with a placeholder 'There are no items to show in this view.' The bottom status bar shows the date '6/18/2014' and the task bar with various open applications.

new mail

search Mail and People

INBOX CONVERSATIONS BY DATE

all unread to me flagged

Training User

Inbox

Drafts [2]

Sent Items

Deleted Items 1

Junk Email

Notes

Email Holding

There are no items to show in this view.

There are no items to show in this view.

Training User

training@teachoffice365.com

change

Open another mailbox...

Sign out

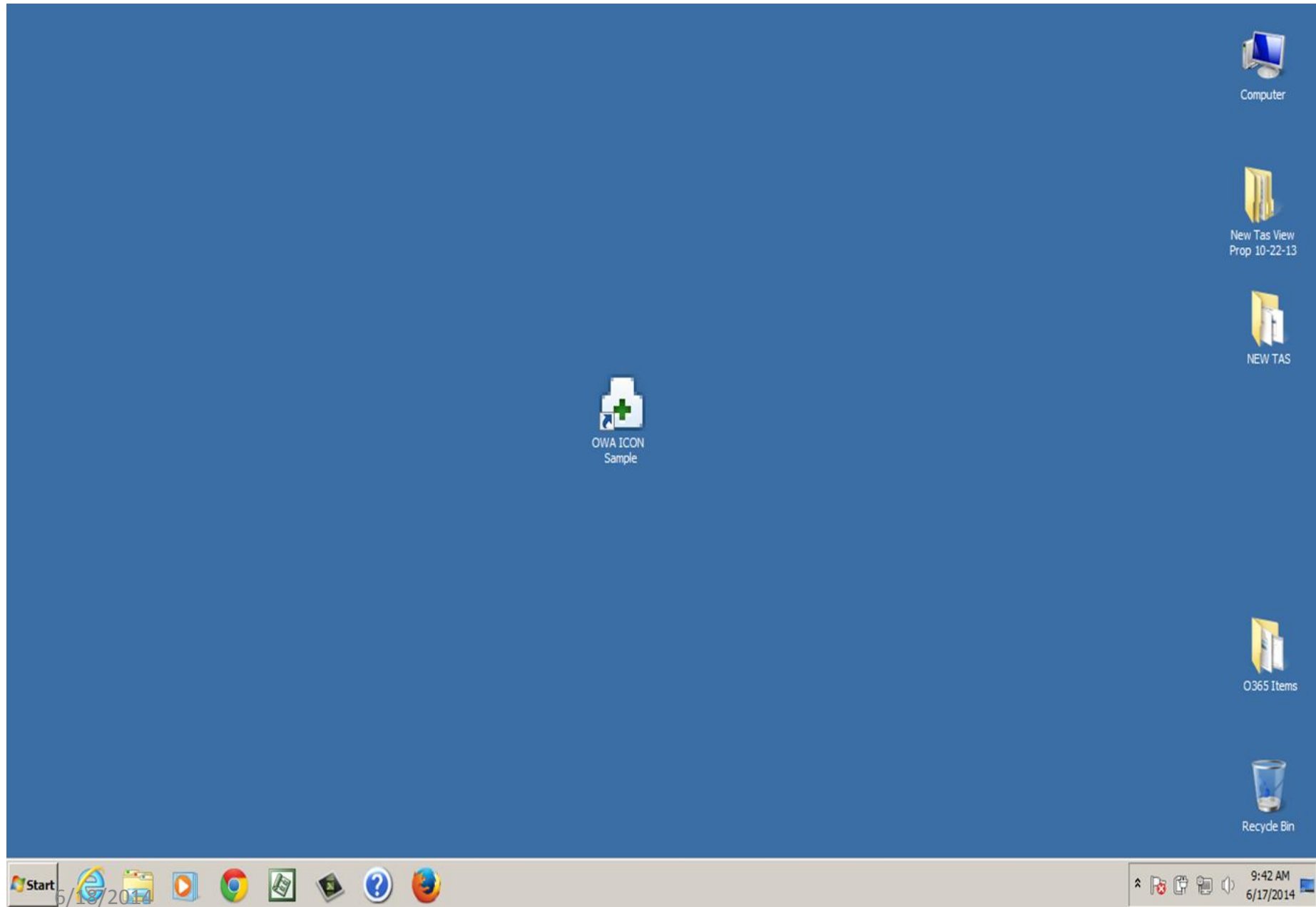
The 'User" tab is access from anywhere in OWA. When selected the menu of choices appears

Staff member selects 'Sign out' to exit OWA

6/18/2014

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O365 – OWA Sign Off - Desktop

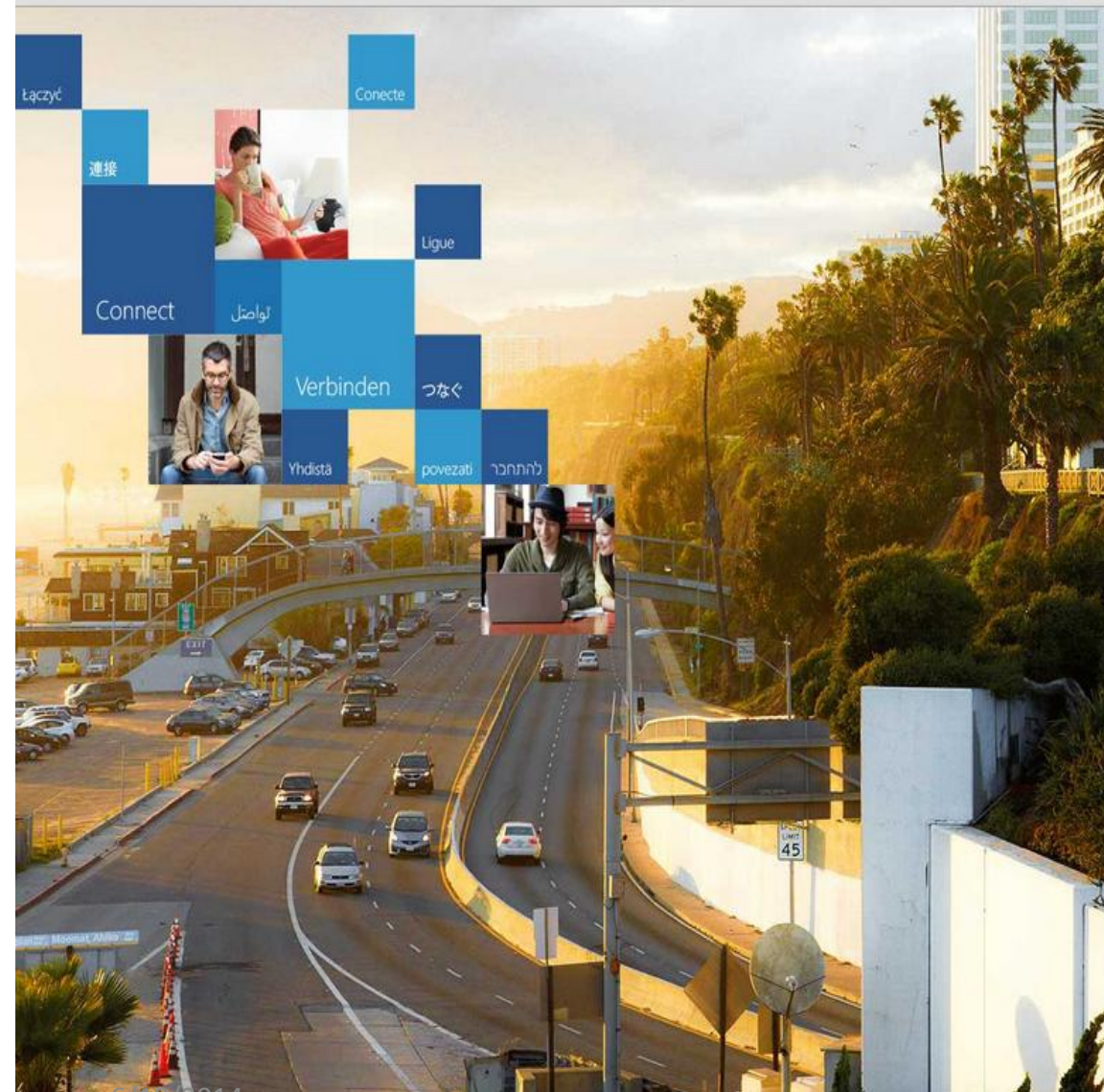


O365 – OWA Sign Off - Internet

Sign in to Office 365

Microsoft Corporation [US] https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI_SSL&wreply

Apps Welcome to the Montg... SiriusXM Internet Radi... CMS Content Manager Google Google Analytics Offici... ABCNews.com - Breaki... CBS News - Breaking ... Other bookmarks



Office 365

Sign in with your organizational account

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[Sign in](#)

[Can't access your account?](#)

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6/18/2014

Start Sign in to Office 365 - ... Presentation1 - Microsof...

Search Desktop

25

9:45 AM

End of Outlook Tab – Tasks